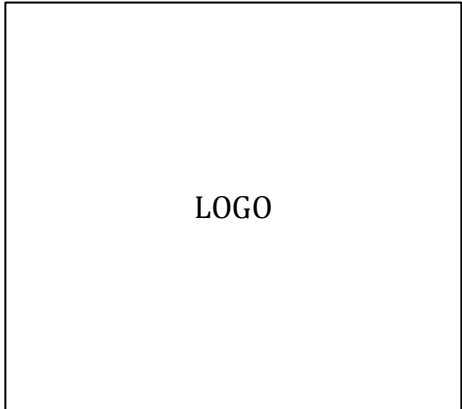


Permanent Records & Monthly Reports



AT THE END OF THE YEAR:

Add special instructions for
incoming/outgoing Treasurer here

- **Audit (Current Year)**
 - Filled Audit Report
 - Full Year Transaction List (Check Register)
 - Full Year Category Report
 - **Budget**
 - End of Year Report
 - Budget Approved in September
 - **Contracts**
 - **Officer Information**
 - Officer Form
 - Bank Signatory Page
 - **Membership**
 - Membership list
 - Dues Payment Forms
 - Membership Flyer & Welcome Letter
 - **Calendar & Flyers**
 - **Insurance**
 - **501c3 Letter & Sales Tax Exemption**
 - **By-Laws & Standing Rules**
 - **Last Year's Audit & Taxes**
 - **Current Year 990 & 1099 Tax Filing**
 - **Jul**
 - **Aug**
 - **Sept**
 - **Oct**
 - **Nov**
 - **Dec**
 - **Jan**
 - **Feb**
 - **Mar**
 - **Apr**
 - **Jun**
- EACH MONTH'S TAB
SHOULD HAVE**
- 1) Monthly Account Reconciliation
 - 2) Monthly Budget Update
 - 3) Bank Statement
 - 4) Paypal Statement if applicable
 - 5) List of un-cleared checks
 - 6) Meeting Agendas
 - 7) Meeting Minutes